

EMBASSY OF THE UNITED STATES OF AMERICA
U.S. Department of State
The General Services Office (GSO)
Bogotá, Colombia

The General Services Office (GSO) at the U.S. Embassy in Bogotá has a requirement for **PR9859964** ; all elements should meet the following minimum requirements:
Janitorial and leaning services according to the Scope of Work below.

Conditions of proposal	To be considered for evaluation and award you must comply with the following: <ul style="list-style-type: none">⇒ Prices should be in Colombian Pesos (COP).⇒ Unite price, tax percentage, tax amount ant total amount should be stipulated in the quote.⇒ Submit with the quotation the Technical information sheet per model/reference.⇒ Your offer must meet or exceed ALL requirements specified in this advertisement. If pictures are included they are used as an example, your offer must meet the technical description provided.⇒ Offer must be valid for six (6) months. Period of performance will be six (6) months⇒ We will contact you to clarify or request additional information during the evaluation process, if required.
Questions	Should you have any question regarding this request please send an e-mail to RiveraS@state.gov before May 25 at 4:00 PM (Bogota, Colombia - local time). Please refer to PR9859964
Deadline to submit your offer	Offers are due by My 25, 2021 at 4:00 PM (Bogota, Colombia - local time) via e-mail to RiveraS@state.gov . All responsible sources may submit an offer that shall be considered.
Delivery Place	American Embassy in Bogotá, Colombia. The vendor will coordinate with IRM representative.
Payment Terms	EFT net 30 calendar days, payments will be made upon receipt and acceptance of delivery.

Please note that this is a combined synopsis/solicitation for a commercial item, prepared in accordance with the format FAR 12.6, as supplemented with additional information included in this notice. This announcement constitutes the only solicitation; offers are being requested and a written solicitation will not be issued. The solicitation number is PR9859964 and is issued as a Request for Quotation. The solicitation/contract will include all applicable provisions and clauses in effect through FAC 2005–45 Items to be acquired as stated in the above list.

CARTAGENA EMBASSY BRANCH OFFICE CLEANING SERVICE

1. SCOPE OF WORK

Contractor agrees to provide cleaning services to the AMERICAN EMBASSY BRANCH OFFICE (AEBO) in Cartagena, Colombia. To this purpose, the company will provide cleaning service personnel from Monday through Friday eight (8) hours per day during a one year period, from June 1, 2021 to May 31, 2022. All contractor personnel must be capable of obtaining a security clearance by the Regional Security Office (RSO) of the U.S. Embassy prior to gaining access to the Chambacú Building to perform tasks under the contract. The contractor shall provide biographical information for each employee performing under the contract, as defined by the RSO.

Regular duties will take place at the AEBO (entire 5th floor and partial 4th floor) Chambacu building premises and on once a month the contractor will provide cleaning services in the Warehouse located outside the main building premises and in a 20 feet container located at the 1st floor of the Chambacu Building.

Terms and conditions of this Purchase Order are contained herein:

GENERAL INSTRUCTIONS

The Contractor shall develop a work plan for the workforce which shall be approved by the COR within 30 days after the contract award. The COR must approve the work plan prior to the commencement of work.

DUTIES AND RESPONSIBILITIES

- **Controlled Access and other Secure Areas.** Certain designated areas for the performance of tasks under this contract require an escort and tasks can only be performed during pre-approved scheduled times. The contractor work plan should emphasize strict adherence to the cleaning schedule for this area to avoid any security violations which would constitute a performance issue under the contract Quality Assurance Surveillance Plan (QASP).
- The contractor shall schedule routine cleaning requirements so that it causes minimal disruption to the normal operation of the facility. The contractor shall provide to the COR the intervals for periodic cleaning, the locations, and the type of cleaning that will be conducted under this requirement.
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- In the event of an accident or illness, hazardous material containment kits are required and all Contractor employees will be required to know how to use them to contain the release of bodily fluids.
- The contractor is required to use pre-approved eco-friendly/non-abrasive cleaning products.
- Cleaning product approval requests shall be delivered to the COR in writing and have the appropriate Material Safety Data Sheet (MSDS) attached for each item.
- When not in use, all cleaning products and cleaning equipment shall be properly stored in one of the utility rooms.

Types of Services.

Standard Services shall include, but are not limited to, the following:

Daily Cleaning Requirements shall consist of

- Sweeping or vacuuming all floor areas and mopping of areas such as tile, linoleum, and marble floors and staircases and public areas. Floors shall be free of dust, mud, sand, footprints, liquid spills, and other debris. Chairs and trash receptacles, and easily moveable items shall be tilted or moved to clean underneath. The frequency may be higher than once per day as needed. When completed, the floor and halls shall have a uniform appearance with no streaks, smears, swirl marks, cleaning product residue, or any evidence of remaining dirt or standing water.
- Dusting and cleaning all furniture including desks, chairs, credenzas, computer tables, telephone tables, bookshelves, with or without glass doors, coat racks, umbrella stands, pictures, maps, telephones, computers and CRT screens, lamps, file cabinets, and other common items of furniture found in an office environment. All furniture shall be free of dust, dirt, and sticky surfaces and areas.
- Thorough cleaning all rest rooms, including toilets, bathroom mirror, and other facilities using suitable non-abrasive cleaners and disinfectants. All surfaces shall be free of grime, soap scum, mold and mildew, and smudges. The contractor shall refill paper towels, toilet paper, and soap dispensers in all bathrooms. Trash receptacles in the toilet stalls and bathrooms shall be emptied, at a minimum, two times per day, though more often if needed.
- Emptying all wastepaper baskets, washing or wiping them clean with a damp cloth if required, replacing plastic wastepaper basket linings and returning items where they are located.
- Removing any grease marks or fingerprints from walls, doors, door frames, radiators, windows and window frames, glass desk protectors, reception booths, and partitions.
- Remove trash to designated area as directed by the COR, and keeping trash area in a reasonably clean condition.

- At the end of each workday or as required, all recycling collection containers shall be sorted and the recycling materials placed in the appropriate containers in the trash collection facility located in the appropriate place.
- All surfaces within the kitchenettes such as sinks, countertops, cupboards, exterior of appliances and the interior of the microwave oven shall be wiped down and sanitized daily.

Period Cleaning Requirements are those services that the contractor is not expected to perform on a daily basis, but instead at intervals, approved by the COR, to achieve appropriate cleanliness and appearance, and shall consist of –

- Polishing all brass surfaces including door and window handles and plaques.
- Dusting tops of tall furniture, tops of picture frames and areas not covered in daily dusting
- Spot cleaning baseboards and walls
- Dusting window sills and blinds
- Cleaning shutters, blinds, etc., as needed
- Other areas as necessary, per direction

Monthly Cleaning Requirements shall consist of --

- Cleaning exterior of office equipment/machines such as copiers, faxes, digital senders, refrigerators, and microwave ovens. Cleaning includes vacuuming dust from around motor areas, and wiping away dirt or grime.
- Wiping window blinds with a damp cloth to ensure that all smudges are removed.
- Cleaning the inside window glass and sash of smudges and accumulated dirt.
- Moving easily portable furniture and vacuuming or polishing the floor under the furniture, as appropriate.
- Emptying, cleaning and sanitizing the interior of all kitchenette refrigerators.

- Cleaning and polishing stone flooring. When completed, the floors shall be shiny and free all accumulated dirt.
- Cleaning of warehouse located outside the premises of the main office.
- Cleaning of DPO container located at the entrance of the first floor of the main office.
- General cleaning of garage area, as required
- Other duties as requested

Quarterly Cleaning Requirements shall consist of –

- Washing and cleaning in place window blinds. Washing interior window glass. When completed the windows surfaces shall be free of smudges, lint, or streaks.
- Shampooing the entire surface in high traffic areas, including hallways, conference rooms, and entrances.
- Dusting and wiping all air-condition vents.

Semi-Annual Cleaning Requirements shall consist of –

- Washing and cleaning the grout of the tiles of the office premises.

2. DEFINITIONS

"Contracting Officer" (CO) means the person with the authority to enter into, administer, and/or terminate contracts and make related determinations and findings. The term includes certain authorized representatives of the Contracting Officer acting within the limits of their authority as delegated by the Contracting Officer. For the purposes of this contract, **"Contracting Officer" (CO)** means the Senior General Services Officer at the U.S. Embassy, Bogota, Colombia.

"Contracting Officer's Representative" (COR) means that person or persons so designated by the CO within this contract document (See Article 3). The COR is not authorized to make any commitments or changes that will affect the price, quantity or quality, or modify the scope of the work contained in this contract. The COR is not authorized, regardless of position, to direct or redirect contract action. This can only be accomplished by the Contracting Officer.

3. DESIGNATION OF CONTRACTING OFFICER'S REPRESENTATIVE (COR)

The GSOXXXX is hereby designated as the Contracting Officer's Representative (**COR**) for purposes of inspection and acceptance of Contractor's services.

4. TERM

The present contract twelve (12) months term, from June 1, 2021 1 through May 31, 2022.

5. PRICE AND PAYMENT

6. TERMINATION FOR CONVENIENCE OF THE GOVERNMENT

The **CO** may terminate this contract in whole or in part, by written notice, when it is in the Government's interest. Such notice shall be given 10 days in advance.

7. RESPONSIBILITIES OF THE CONTRACTOR

The Contractor assumes responsibility for damage or loss caused to the Embassy property, but will be held harmless for damages caused by abuse or negligence on behalf of the Embassy personnel; such determination to be made by the Contracting Officer.

THE CONTRACTOR FULLY AGREES ON THE TERMS STATED ON THE DETAILED SCOPE OF WORK STATED ON NUMERAL # 1 OF THIS DOCUMENT.

8. STATUS OF CONTRACTOR

The Contractor agrees that he/she undertakes performance of the contract in sole consideration of the compensation provided for in article 5, above, without expectation of other benefits. Contractor agrees that he/she shall not be considered an employee of the United States Government by virtue of this contract and shall therefore not be entitled to any benefits that would be derived from such employee status.

9. NOTICES

Any notice or request relating to this contract given by either party to the other shall be in writing. Said notice or request shall be mailed or delivered by hand to the other party at the address provided in the schedule of the contract. All modifications to the contract must be made in writing by the Contracting Officer.

10. INVOICE REQUIREMENTS

(a) The Contractor shall submit its invoices to the COR for review and acceptance of the services.

(b) A proper invoice must include the following information:

1. Contractor's name and mailing address;
2. Contractor's Passport number;
3. Invoice date and number;
4. Contract number;
5. Description, quantity, unit of measure, unit price, and extended price of property delivered or services performed;
6. IVA charges, if applicable, must be listed separately.
7. Name, signature, title and telephone number of the Contractor's Officer certifying the invoice;
8. Name and address of the Contractor's officer to whom payment is to be sent (must be the same as that in the contract or on a proper notice of assignment).

11. LAWS AND REGULATIONS

The Contractor shall, without additional expense to the Government, be responsible for complying with all laws, codes, ordinances, and regulations applicable to the performance of the work (SERVICES), including those of the host country, and with the lawful orders of any governmental authority having jurisdiction.

The contractor is required to provide the proof of payment of local insurances (EPS, ARL) of all the employees that will be involved in the task. Likewise, the contractor is required to provide monthly payment documents of local insurance for the length of work.

Contractor personnel must use personal protective equipment (PPE) required and in accordance with the contracted work.

The contractor shall submit certificates of training in case of the contracted work involves Fall Protection, chemical Substance Management, Lifting loads, use cranes and all risky task according with the local regulations.

